

Version 8, 27.06.2021

## Introduction

These precautionary measures for events held at MCH Swiss Exhibition (Basel) Ltd. and MCH Swiss Exhibition (Zurich) Ltd. (hereinafter referred to as MCH) describe the requirements that MCH must fulfil in order to resume the staging of events and exhibitions. The requirements are aimed at all employees, customers, partners, suppliers and service providers **who are involved in the organisation and holding of events** organised by MCH or held on MCH premises. They serve to define precautionary measures that fall within the MCH's sphere of influence.

These precautionary measures and the hygienic measures contained therein were established with our specialist partner Almedica AG. Necessary adjustments are continuously audited by the Almedica AG.

In order to protect its employees outside the staging of events too, MCH has compiled the "MCH COVID-19 Precautionary Measures for Employees"<sup>1</sup>. These apply in addition to the present precautionary measures.

### Aim of the measures

The aim of all the measures summarised in these precautionary measures is to protect all employees<sup>1</sup>, customers<sup>2</sup>, partners, suppliers and service providers involved in the organisation and holding of events against infection by the new coronavirus. They similarly serve to protect the visitors. Special attention is paid to the protection of people at especially high risk.

### Legal bases

The present precautionary measures have been compiled in compliance with the COVID-19 Ordinance Special Situation (SR 818.101.26) and the Employment Act (SR 822.11) and its Ordinances. w

### Use of the precautionary measures

The precautionary measures set out here serve as a template for the individual, event-specific precautionary measures that are to be implemented against COVID-19.

It is mandatory to draw up specific precautionary measures for each individual event and to submit these for approval at an early stage. If this is not done in any other form, these precautionary measures may be used as a checklist to ensure implementation of the required measures.

### Responsibilities

- For the implementation and monitoring of the safety and security of buildings and employees at MCH and also the approval and monitoring of the precautionary measures for the staging of events: the Security Officer (SIBE) at MCH
- For the compilation, implementation and communication of the precautionary measures to customers, partners, suppliers, visitors and exhibitors: the respective exhibition managers/ project managers at MCH, either alone or in cooperation with the person renting the premises/third-party organiser, hereinafter referred to as the "Organiser".

<sup>1</sup>Employees; includes all the employees of a company which belongs to MCH Group Ltd. in Switzerland. This takes in permanent and temporary employees as well as assistants and contractors mandated by MCH.

<sup>2</sup>Customers are exhibitors who participate in an exhibition staged by MCH and also Organisers who use MCH premises to stage their own event. The Organiser's customers, partners, suppliers and service providers are similarly to be taken into account for the precautionary measures to be drawn up by the Organiser in cooperation with MCH.

## Measures to reduce the spread of the new coronavirus

### Transmission of the new coronavirus

The three **main transmission** routes for the new coronavirus (SARS-CoV-2) are:

- Close contact: if you keep less than 1.50 metres away from a sick person.
- Droplets: if a sick person sneezes or coughs, the viruses can be transmitted directly to the mucous membranes of another person in their nose, mouth or eyes.
- Hands: infectious droplets settle on the hands when coughing, sneezing or touching the mucous membranes. From there, the viruses are transmitted to surfaces. Another person can then transmit the viruses from these surfaces to their hands and infect themselves by touching their mouth, nose or eyes.

All the measures aimed at reducing the spread of the new coronavirus are based on the main transmission routes outlined above.

Transmission through close contact and transmission via droplets can be prevented by keeping a minimum distance of 1.50 m from other people or deploying physical barriers. To prevent transmission via the hands, it is important to ensure that all persons maintain regular and thorough hand hygiene and that frequently-touched surfaces are cleaned.

### Keep your distance and follow the hygiene measures

Infected persons can be contagious before, during and after the appearance of COVID-19 symptoms. Even people without symptoms must thus act as if they were contagious (keeping their distance from others). It is essential to observe the rules on hygiene and social distancing issued by the Swiss Federal Office of Public Health (FOPH/BAG) as part of its "Protect yourself and others" campaign.

### Protecting people at especially high risk

People over 65 years of age or with serious chronic illnesses are at especially high risk of suffering a severe course of the disease. Additional measures must thus be taken to prevent persons at especially high risk from becoming infected. Persons at especially high risk must continue to abide by the precautionary measures set out by the FOPH/BAG and must stay at home whenever possible. The protection of employees at especially high risk<sup>3</sup> is governed in detail by the COVID-19 Ordinance 2. You will find further information on this at [www.bag-coronavirus.ch](http://www.bag-coronavirus.ch).

### Social segregation and segregation at work of sick persons and persons who have been in close contact with sick persons

It is essential to prevent sick persons from infecting other people. Sick persons are to stay at home in self-isolation and quarantine (see [www.bag.admin.ch/selbstisolation](http://www.bag.admin.ch/selbstisolation)). If they nonetheless have to leave their home, they must wear a hygiene mask (surgical mask/ operating theatre mask). To protect the health of other employees, the employer is obliged to enable all employees to observe these FOPH/BAG requirements.

<sup>3</sup>For MCH employees, the "MCH COVID-19 Precautionary Measures" must also be taken into account.

**Precautionary measures**

All precautionary measures are aimed at preventing transmission of the virus. The measures must take into account the state of the art, occupational medicine and hygiene, and also other sound occupational-science findings. The measures must be planned in such a way that the technology, work organisation, other working conditions, social relations and the influence of the environment on the workplace are correctly configured in relation to one another.

In the first instance, technical and organisational precautionary measures must be implemented. Personal protective measures come after these.

Additional measures must be implemented for employees at especially high risk. All persons concerned must be given the appropriate instructions on the precautionary measures.

The aim of the measures at the workplace is similarly to reduce transmission of the new coronavirus through physical distancing, cleanliness, the cleaning of surfaces and hand hygiene.

**“STOP Principle”**

The STOP Principle sets out the order in which the precautionary measures are to be taken:

<b>S</b>	<b>S</b> stands for substitution which, in the case of COVID-19, can only be achieved through keeping a sufficient distance (e.g. working from home).
<b>T</b>	<b>T</b> are technical measures (e.g. acrylic glass, separated workplaces).
<b>O</b>	<b>O</b> are organisational measures (e.g. separate teams, changed shift planning).
<b>P</b>	<b>P</b> stands for personal protective measures (e.g. hygiene masks (surgical masks/operating theatre masks)).

**Personal protective measures**

**Personal protective measures should only be deployed if other measures are not possible and if suitable protective equipment (e.g. hygiene masks (surgical masks/operating theatre masks)) is available.** These are less efficient than substitution and technical or organisational measures.

Employees must have the necessary knowledge regarding correct use of the protective equipment and be sufficiently practised in its use. If this is not the case, protective equipment may generate a false sense of security and cause the wearer to neglect basic, effective measures (physical distancing, hand washing).

**Basic rules**

The precautionary measures for the staging of events must ensure that the following requirements are met. Sufficient, appropriate measures must be put in place for each of these requirements. MCH and the Organiser are responsible for the implementation of these measures.

**The following points set out the basic principles for the protection of all those involved in organising and staging events:**

1. All persons within the company and attending events clean their hands on a regular basis.
2. All persons keep a distance of 1.50 m from each other.
3. Surfaces and objects are cleaned regularly in the required manner after use, especially if they have been touched by a number of different people.
4. Persons at risk are suitably protected.
5. Sick persons are sent home and instructed to follow the (self-) isolation rules issued by the FOPH/BAG.
6. Specific aspects of work and work situations are taken into account in order to guarantee this protection (through the compilation of the event-specific precautionary measures).
7. The persons concerned are provided with information on the requirements and measures.
8. The requirements are implemented within the management so as to ensure efficient implementation and adaptation of the precautionary measures.

## Overview for events and exhibitions

### Event formats and exhibitions

- An event as specified in the Federal Ordinance is a public or private event of limited duration that takes place and has been planned in a defined public space or perimeter. It will generally have a defined purpose and a programme featuring related themes and content.
- Trade fairs and consumer shows share key characteristics with large shopping centres and are therefore not subject to the general regulations governing large-scale events.

Events <b>without</b> a Covid certificate (max. 1000 participants)	
<ul style="list-style-type: none"> <li>• No permit required from the canton</li> <li>• Occupancy with compulsory seating: 2/3 capacity, max. 1000 persons with compulsory seating.</li> <li>• Occupancy without compulsory seating max. 250 persons in indoor rooms, max. 500 persons outdoors</li> <li>• Both visitors and those featuring at the event (presenters, speakers, artists, etc.) count as participants</li> <li>• The organiser's staff, helpers and employees do not count as participants</li> <li>• Dancing events are not permitted</li> <li>• Protection concept governing hygiene measures and distancing rules</li> </ul>	
<p><b>Indoors</b></p> <ul style="list-style-type: none"> <li>• With masks and distancing</li> <li>• Events <u>without</u> compulsory seating: consumption is only permitted when seated in separate restaurant areas with the collection of contact details.</li> <li>• Events with compulsory seating: consumption at the visitors' seats is possible if the seat number and contact details are collected.</li> </ul>	<p><b>Outdoors</b></p> <ul style="list-style-type: none"> <li>• With distancing and masks (except when seated)</li> <li>• Consumption is only possible in restaurant areas and at the visitor's seat with the collection of contact details</li> </ul>
Events <b>with</b> a Covid certificate (max. 1000 participants)	
<ul style="list-style-type: none"> <li>• No permit required from the canton if a maximum of 1000 people are participating</li> <li>• Only persons with a Covid certificate (not required for persons under 16 years of age).</li> <li>• Visitors and those featured at the event (presenters, speakers, artists, etc.) count as participants.</li> <li>• The organiser's staff, helpers and employees do not count as participants</li> <li>• Protection concept governing access control rules and hygiene measures</li> </ul>	
Large-scale events <b>with</b> a Covid certificate (as of 1000 participants)	
<ul style="list-style-type: none"> <li>• Permit required from the canton</li> <li>• Only persons with Covid certificate are admitted (not required for persons under 16 years)</li> <li>• No capacity restrictions</li> <li>• Protection concept governing access control and hygiene measures</li> </ul>	
Trade fairs and consumer shows <b>without</b> a Covid certificate	
<ul style="list-style-type: none"> <li>• Permit required from the canton as of 1000 participants per day</li> <li>• No capacity restrictions</li> <li>• Protection concept governing hygiene measures and distancing rules</li> </ul>	
Trade fairs and consumer shows <b>with</b> a Covid certificate	
<ul style="list-style-type: none"> <li>• Permit required from the canton as of 1000 participants per day</li> <li>• Only persons with Covid certificate admitted (not required for persons under 16 years)</li> <li>• No capacity restrictions</li> <li>• Protection concept governing access control rules and hygiene measures</li> </ul>	

**One key factor for the protection concept measures to be applied is whether admission is restricted to participants holding a Covid certificate. For the implementation of the measures set out below, it is therefore specified whether a Covid certificate is necessary (yes/no).**

### 1. Admission with a Covid certificate

If a Covid certificate is required for admission, only persons who can prove that they have been fully vaccinated, have recovered or have been tested will be admitted to the event. Persons under 16 years of age are exempt from this requirement.

Validity of the Covid certificate (status: 23 June 2021)

- For vaccinated persons  
365 days from administration of the last vaccine dose
- For recovered persons  
Validity starts on the 11th day following the positive PCR test result and lasts 180 days from the test result
- For negatively tested persons  
PCR test: 72 hours as of time the sample is taken  
Rapid antigen test: 48 hours as of the time of the sample is taken

Measure	Implementation	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Access control to a running event/exhibition with a Covid certificate</b>	<p>All visitors, exhibitors, participants, staff, helpers and other persons must present a valid, recognised Covid certificate and an identity document (ID, passport, driving licence) before entering the halls/premises.</p> <p>For events lasting more than one day, the access control must be repeated.</p>		x		MCH Organiser	MCH Organiser	MCH
<b>Access to the halls/premises during assembly and dismantling</b>	<p>If access for assembly and dismantling is also only permitted with a Covid certificate, the certificate check must be carried out prior to admission to the building in this case too.</p> <p>For access <u>without</u> a certificate, the measures under point 5 Special work situations apply.</p>	x		x	MCH Organiser	MCH Organiser	MCH
<b>Separation of incoming visitor streams</b>	<p>The certificate check must be carried out at a separate point before the actual ticket check</p> <ul style="list-style-type: none"> <li>• Use of people guidance systems</li> <li>• Allowance for the distancing rules in waiting zones</li> <li>• Separation of persons who are to be checked, if necessary</li> <li>• Use of markings and signage</li> <li>• Buffer zones to be provided so as not to interrupt the flow of people being checked in the event of disruptions</li> </ul>		x		MCH Organiser	MCH Organiser	MCH

Measure	Implementation	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Obligation to wear a mask in the checking area</b>	Personnel conducting the checks must wear a protective mask	x	x	x	MCH Organiser	MCH Organiser	MCH
<b>Training of personnel conducting the checks</b>	Training of staff controlling access in respect of: <ul style="list-style-type: none"> <li>• Checking procedure and valid certificates</li> <li>• Information on testing opportunities in the vicinity</li> <li>• Behaviour when turning away a person who is unable to provide proof</li> </ul>				MCH Organiser	MCH Organiser	MCH
<b>Information provided in advance</b>	Visitors and participants will be informed in advance about the need for a certificate <ul style="list-style-type: none"> <li>• website</li> <li>• newsletter</li> <li>• mailings</li> <li>• when purchasing tickets</li> <li>• briefings</li> <li>• when registering</li> </ul>				MCH Organiser	MCH Organiser	MCH

## 2. Hand hygiene

It is essential to ensure that all those involved practice regular hand hygiene.

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Hand washing</b> Customers, visitors, partners, exhibitors and suppliers and employees wash their hands with soap and water when entering the premises and repeatedly throughout the day. If this is not possible, they must disinfect their hands.	Washing facilities with soap and water are available. If these are lacking, hand disinfectants are available.	Yes	Yes	x	x	x	MCH Organiser	MCH Organiser	MCH
	Installation of hand- disinfection stands (1 stand per 50 people) <ul style="list-style-type: none"> <li>• in the entrance zones</li> <li>• in front of escalators</li> <li>• next to the lifts</li> <li>• next to the toilets</li> <li>• next to the staircases</li> <li>• additionally, at neuralgic points depending on the room/hall usage</li> </ul>	Yes	Yes	x	x	x	MCH	MCH	MCH
<b>Handing out of information material and exhibits</b>	Stand personnel are permitted to hand out information material (give-aways, flyer) to visitors. Direct contact of hands and putting back material should be avoided.	No	Yes	x	x	x	Organiser	Organiser Exhibitor	MCH Organiser
	Laminated objects, exhibits and touchscreens must be disinfected at regular intervals.	Yes	Yes		x		Organiser	Organiser Exhibitor	MCH Organiser
<b>Barrier-free movement</b>	Leave doors open where permitted and possible, including doors to storage rooms	No	Yes	x	x	x	MCH	MCH	MCH

### 3. Physical distancing

Define movement and occupied zones, limit number of persons

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Allow a distance of 1.50 m in the access areas before the control.</b>	<p><u>In front of</u> the entrance area and the certificate check, waiting zones with a distance of 1.50 m from person to person must be taken into account.</p> <ul style="list-style-type: none"> <li>Placement of markings</li> <li>Use of people guidance systems</li> </ul> <p>Other zones affected:</p> <ul style="list-style-type: none"> <li>in front of information desks</li> <li>at the check point</li> <li>in delivery zones</li> </ul>	Yes	Yes	x	x	x	MCH Organiser	MCH Organiser	MCH
<b>All persons keep a distance of 1.50 m from each other</b>	<p>Walking routes must be planned with sufficient spacing.</p> <p>Apply markings in waiting zones (floor markings, carpets, etc.):</p> <ul style="list-style-type: none"> <li>in the registration zone</li> <li>in front of toilets</li> <li>in front of cloakrooms</li> <li>in front of catering points</li> <li>If necessary, also use systems that guide the flow of people.</li> </ul>	No	Yes	x	x	x	MCH Organiser	MCH Organiser	MCH
<b>Set-up and dismantling: Ensuring the 1.50 m distance rules</b>	<p>Allow for longer set-up and dismantling times if necessary.</p> <p>Coordinate the teams (technicians, room managers, stand constructors, etc.).</p> <p>Ensure that the teams are mixed as little as possible.</p>	No	Yes	x		x	MCH Organiser	MCH Organiser Partner Service providers Suppliers	MCH
<b>Plan movement and occupied areas generously to ensure spacing rules</b>	<p>Take into account in the layout planning for the event:</p> <ul style="list-style-type: none"> <li>in the foyer</li> <li>in catering zones</li> <li>in stand planning</li> <li>If necessary, provide additional halls</li> <li>Include generously-dimensioned aisles</li> </ul>	No	Yes	x	x	x	MCH Organiser	MCH Organiser	MCH

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Adapt seating plans for rooms to provide spacing</b>	Adapt seating plans to provide 1.50 m spacing between guests and 1.50 m spacing from the front rows.  Mark chairs that may not be occupied.  The facilities may be occupied to a maximum of 2/3.	No	Yes		x		MCH Organiser	MCH Organiser	MCH
<b>Determine the number of people on the stage</b>	A distance of 1.50 m must be calculated between the persons on the stage.	No	Yes		x		MCH	MCH Organiser	MCH
<b>Plan common rooms with 3 m<sup>2</sup> per person</b>	Artists, presenters, etc. must have individual dressing rooms	No	Yes	x	x	x	MCH	MCH Organiser	MCH
<b>Ensure 1.50 m spacing in the toilets</b>	Block off urinals to ensure 1.50 m spacing  If possible, define walking directions in corridors so as to reduce face-to-face crossings.	No	Yes	x	x	x	MCH	MCH	MCH
<b>Indicate the maximum number of persons</b>	Put up signs indicating the maximum number of persons: <ul style="list-style-type: none"><li>• in front of rooms</li><li>• in front of toilets</li><li>• in front of common rooms</li><li>• in lifts</li><li>• in other zones if necessary</li></ul> Conduct entry and exit controls digitally where possible or necessary.	No	Yes	x	x	x	MCH	MCH	MCH
<b>Plan stands in exhibitions to comply with the physical distancing rules</b>	<ul style="list-style-type: none"><li>• Apply markings on the stand if necessary.</li><li>• Arrange appointments with customers in advance.</li></ul>	No	Yes		x		MCH	Organiser Stand constructor Exhibitor	MCH Organiser

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Provide room dividers and protective panels at contact points where the 1.50 m spacing rule cannot be observed</b>	<ul style="list-style-type: none"> <li>Equip helpdesks, information points and exhibition stands with acrylic glass panels</li> <li>Install partition walls or acrylic glass panels in control rooms and interpreters' booths.</li> </ul>	No	Yes	x	x	x	MCH Organiser	MCH Organiser  Exhibitor	MCH Organiser
<b>Adapt catering concepts</b>	<p>Catering may be offered in clearly demarcated areas separate from the event, under the following conditions:</p> <p>Either the required distance of 1.5 m must be maintained between groups of guests/tables or effective barriers must be installed.</p> <p>There are no restrictions on the number of people per table. Seating is compulsory for consumption indoors.</p> <p>The contact details of the persons present and their table number must be recorded.</p> <p>Guest groups should not mix with each other.</p> <p>Food may be provided in the form of buffets or meal boxes.</p> <p>Lunchbox/lunch bag: self-service boxes are made available for the guests; cutlery sets are already provided in the box.</p>	No	Yes	x	x	x	MCH Catering company	Catering company Organiser	MCH

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Food or catering provided by the exhibitor</b>	<p>If food or catering is planned, the specific hygiene measures set out in the valid regulations for the catering industry, as issued by the Confederation, must be observed.</p> <p>Food and drink may only be consumed in separate, demarcated areas, seated and with the collection of contact details.</p>	No	Yes		x		MCH Organiser	Exhibitor Organiser	MCH Organiser
<b>Stagger employee catering</b>	<p>Breaks and meal times for all employees are to be planned on a staggered basis as a function of the available space.</p>	No	Yes	x	x	x	MCH Organiser	Organiser	MCH
<b>Plan separate boarding and alighting points for taxis and shuttle buses, plus defined walking routes for each direction. Large waiting areas (3m<sup>2</sup> per person) must be provided.</b>	<ul style="list-style-type: none"> <li>Apply spacing markings</li> <li>Mark walking directions</li> <li>Where necessary, use systems to guide the flow of people.</li> </ul>	Yes	Yes	x	x	x	MCH	MCH	MCH

### 4. Cleaning

Regular cleaning of surfaces and objects in the required manner after use, especially if these have been touched by several different people. Safe disposal of waste and safe handling of work clothing.

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Clean/disinfect surfaces and objects on a regular basis</b>	<p>Surfaces and objects (e.g. seating groups, floor, tables, chairs, information desks) are regularly cleaned with a professional cleaning agent or disinfectant, especially in cases of shared use.</p> <p>the regular disinfection of information counters, checkout areas, hall counters and cloak-rooms including cloak-room tokens (use disposable tokens if possible), control and interpreter booths, additional disinfectant wipes are provided to the staff.</p>	Yes	Yes	x	x	x	MCH	MCH Cleaning company	MCH
<b>Regularly clean objects that are touched by more than one person</b>	<p>Objects such as door handles, lift panels, stair railings, escalator handrails and armrests on chairs is to be cleaned several times a day.</p> <p>Technical equipment, such as remote controls, hand-held microphones, headsets, lecterns, click share, control panels, moderators' cases, etc., is professionally cleaned or disinfected after each use.</p>	Yes	Yes	x	x	x	MCH	MCH Cleaning company	MCH
<b>Plan an increased cleaning cycle during the event</b>	<p>Permanently circulating cleaning:</p> <ul style="list-style-type: none"> <li>for toilets</li> <li>for the turnstiles in the entrance zone</li> <li>for escalator handrails and lift panels</li> </ul> <p>A record must be kept of the cleaning performed.</p> <p>Disposable cloths are best used for the cleaning work. If fabric cloths are used, they must be exchanged regularly, and at least twice a day</p>	Yes	Yes	x	x	x	MCH	MCH Cleaning company	MCH

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Avoid contact with potentially infectious waste and ensure safe waste handling</b>	<p>Sufficient waste stations must be set up and be freely accessible.</p> <p>It is best to work with large waste containers (if possible, with 800l containers; these are equipped with container bags).</p> <p>Waste stations are emptied on a regular basis (permanently circulating staff are deployed).</p> <p>Waste bags must be removed in their entirety and disposed of (contents not to be poured into other containers!) Waste bags must not be compressed.</p> <p>The 800l containers are exchanged in their entirety and emptied at the disposal point.</p> <p>Personnel wear gloves when handling waste and dirty laundry. The gloves are disposed of immediately after use and staff wash their hands thoroughly afterwards.</p>	Yes	Yes	x	x	x	MCH	MCH Cleaning company	MCH
<b>Separate clean and dirty technical equipment</b>	<p>All technical equipment that has come into contact with the body or potentially with droplets is packed in a sealable container.</p> <p>Hand-held microphones are covered with disposal protective sleeves.</p>	Yes	Yes	x	x	x	MCH	MCH Cleaning company	MCH
<b>Plan cleaning of common rooms</b>	<p>Break rooms and staff rooms are professionally cleaned or disinfected at least once a day.</p> <p>Disinfection wipes are made available there, enabling staff to disinfect surfaces and objects as needed.</p>	Yes	Yes	x	x	x	MCH	MCH Cleaning company	MCH

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Regular cleaning of work clothes</b>	Use personal work clothes. Wash work clothes regularly with standard commercial detergents.	Yes	Yes	x	x	x	MCH	MCH Cleaning company	MCH
<b>The operation ensures a regular and sufficient air exchange in the rooms used</b>	Ventilate 4 times a day about 10 minutes in smaller rooms without air conditioning. In rooms (trade fair and congress rooms) with running air conditioning and ventilation systems, air recirculation should be avoided if possible (fresh air supply only).	Yes	Yes	x	x	x	MCH	MCH	MCH
<b>Plan ventilation in temporary buildings</b>	Allow for the incorporation of windows in tents and pavilions and also temporary buildings so that they can be opened for ventilation.	Yes	Yes		x		MCH	MCH Organiser Stand constructor	MCH
<b>Catering partners implement the cleaning measures set out in the hygiene concept</b>	Work on the basis of the precautionary measures drawn up by Gastro Suisse. <ul style="list-style-type: none"> <li>Crockery to be cleaned is washed in high-temperature dishwashers (at least 60°C).</li> <li>Cleaning cycles are shortened</li> <li>Regular cleaning of work surfaces and other surfaces, as well as work equipment that comes under the responsibility of the catering partner.</li> <li>When setting out crockery, cutlery and glasses, it is essential to wear a mask covering the mouth and nose as well as gloves.</li> <li>Open cutlery trays are not permitted.</li> </ul>	Yes	Yes	x	x	x	Catering company	Catering company	MCH

### 5. Special work situations

The assembly and dismantling phases for exhibitions and events are similar in nature to a large construction site. During these phases, it is not necessary to implement access control via a Covid certificate if the following additional measures are taken.

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<p><b>Additional measures for events <u>without</u> certificate proof</b></p> <p><b>Provide protective equipment for cloakroom attendants, hostesses, security personnel, stand constructors, event technicians, room managers, cleaning staff and all other suppliers</b></p>	<p>For work where the spacing of 1.50 m cannot be maintained (assembly, dismantling, cabling of speakers etc.), a face mask must be provided.</p> <p>Stand personnel must wear a protective mask if the spacing of 1.50 m or protection by physical means (plexiglass protection, partition walls, etc.) cannot be ensured.</p>	Nein	Ja	x	x	x	MCH Organiser	MCH Partner Service provider Supplier	MCH Organiser
<p><b>The following protective measures apply during the assembly and dismantling phase if a Covid certificate is not required to access the site</b></p>	<p>A protective mask must be worn during work where the 1.50 m distance rule cannot be observed.</p> <p>Disposable gloves must be provided for work which may entail contact with contaminated material (waste disposal, cloakrooms).</p> <p>Teams should be coordinated and, if possible, perform the assembly and dismantling work in separate working groups.</p> <p>Safety can be increased through regular, voluntary testing.</p>	No	Yes	x		x	MCH Organiser	MCH Partner Service provider Supplier	MCH Organiser

### 6. Further precautionary measures

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Use contactless payment</b>	Enable contactless payment <ul style="list-style-type: none"> <li>in the registration zone</li> <li>at exhibition stands</li> <li>at catering points</li> </ul>	No	No	x	x		MCH	MCH Organiser  Exhibitor	
<b>Registration of all visitors with surname, first name, telephone number and and place of residence</b>  <b>Retention obligation 14 days</b>  <b>Data to be passed on to the authorities on request</b>  <b>Collection of contact details in the catering zone is mandatory if access is not via a Covid certificate.</b>	Visitors must be informed that their data is being collected for the purpose of possible contact tracing.  If it is suspected that a visitor may have been in contact with a person suffering from COVID-19, the cantonal authorities can contact the visitor and, if necessary, order them to quarantine.  If possible, online registration/ ticket sales beforehand.  Plan staggered visitor admission times (time slots) in advance: <ul style="list-style-type: none"> <li>via the internal registration system</li> <li>via the Organiser's registration system</li> </ul> On-site: <ul style="list-style-type: none"> <li>via the respective registration system</li> <li>if no registration system is available, on-site registration by hand (electronically or on paper)</li> </ul>	No	Yes		x		MCH Organiser	MCH Organiser	MCH
<b>Traceability of all persons involved in the event</b>	Guarantee traceability with: <ul style="list-style-type: none"> <li>electronic registration systems</li> <li>entry in lists</li> <li>entry in duty rosters</li> </ul>	No	Yes	x	x	x	MCH Organiser	MCH Partner Service provider Supplier	MCH Organiser

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Raw up guidelines for refusing admission</b>	<p>It is permitted to refuse entry to persons who are obviously ill.</p> <p>If a sick person is present at the event, they may be asked to leave. One of the people in charge and, if necessary, the Security Officer must be called in.</p>	Yes	Yes		x		MCH Organiser	MCH Organiser	MCH Organiser
<b>Conduct temperature measurements</b>	<p>Perform temperature checks in front of the registration zone.</p> <p>People with a fever will be refused admission.</p> <p>Include the procedure in the safety concept for the event concerned:</p> <ul style="list-style-type: none"> <li>responsibilities</li> <li>communication</li> <li>contact with the authorities</li> </ul>	No	No		x		MCH	MCH Organiser	
<b>Plan first aid stations</b>	<p>Set up first-aid stations for "suspected COVID-19 cases".</p> <p>Suitably trained personnel on site.</p>	No	No		x		MCH	MCH Organiser	
<b>Obligation to wear a protective mask</b>	<p>Protective masks are mandatory in public zones (halls, foyers, toilet zones, waiting areas, etc.). In rooms and zones where the spacing rule of 1.50 m can be observed, protective masks may be removed.</p> <p>If necessary, hand out face masks to participants:</p> <ul style="list-style-type: none"> <li>Plan issuing points</li> <li>Issued by the organiser</li> </ul>	No	Yes		x		MCH	MCH Organiser	MCH Organiser
<b>Avoid group travel to the event</b>	<p>Avoid active promotion of group travel.</p>	No	No		x		MCH	MCH Organiser	
<b>Side events</b>	<p>Accompanying events may be carried out in compliance with hygiene and distance regulations.</p>	No	Yes		x		MCH	MCH Organiser	MCH

Measure	Implementation	Compulsory with Covid certificate	Compulsory without Covid certificate	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Entry restrictions into Switzerland</b>	The measures taken by the Federal Council to restrict the entry of persons from abroad are to be taken into account, in communication	Yes	Yes	x	x	x	MCH Organiser	MCH Organiser	MCH Organiser
<b>Travel regulations (public transport)</b>	The organiser provides sufficient details in advance of the travel regulations (for rail, air and public transport) laid down by the Confederation. When using taxi and shuttle buses, it is essential to observe the maximum capacities and minimum physical distancing required by the protection concepts of	Yes	Yes	x	x	x	MCH Organiser	MCH Organiser	MCH

## 7. Information

All the trades are informed about the requirements and measures.

Measure	Implementation	Compulsory	Assembly	Event	Dismantling	Communication	Responsibility	Checks
<b>Ensure parties involved in an event are informed</b>	Provide specific information to customers, exhibitors, partners and suppliers about the applicable requirements that must be complied with by all those involved in the assembly, implementation and dismantling phases of events.	Yes	x	x	x	MCH Organiser	MCH Organiser	MCH Organiser
<b>Information on precautionary measures</b>	Install information boards and posters, etc. to inform visitors and employees of the measures.	Yes	x	x	x	MCH	MCH	MCH
<b>Information for visitors</b>	<p>If protective masks are mandatory at a given event, visitors must, where possible, be informed of this in advance and also on site.</p> <p>Collection of data: visitors must be informed about the collection of contact data for use in contact tracing and for passing on to the cantonal authorities if they request it.</p> <p>Use different platforms for clarifying visitors' questions (app, website, information hotline, etc.)</p> <p>Visitors who are at risk according to the FOPH/BAG definition or are displaying COVID-19 symptoms are asked not to attend prior to the event.</p>	Yes	x	x	x	MCH Organiser	MCH Organiser	MCH Organiser
<b>Information announcements during the event</b>	Plan information announcements relating to COVID-19 and broadcast these regularly.	No		x		MCH	MCH Organiser	

### 8. Project manager/Exhibition manager MCH or Organiser

Measures are implemented within the management so as to ensure efficient implementation and adaptation of the precautionary measures.

Measure	Implementation	Compulsory	Responsible
<b>Communication to employees of the measures to be implemented</b>	Area-specific information for employees: <ul style="list-style-type: none"> <li>• Trade fair manager/Project manager</li> <li>• Exhibition manager</li> <li>• Event technician</li> <li>• Room manager</li> <li>• Cleaning personnel</li> </ul>	Yes	MCH Organiser
<b>Persons in charge of the implementation of the protection concept</b>	MCH will appoint a person in charge to be available at the event and to supervise compliance with the protection concept.  The organiser will also appoint a person in charge to ensure that the protection concept is implemented at the event.	Yes	MCH Organiser
<b>Training</b>	Provide training in the measures taken, where necessary: <ul style="list-style-type: none"> <li>• correct use of disinfectants,</li> <li>• correct use of protective equipment (masks, disposable gloves)</li> <li>• Training on access controls</li> </ul>	Yes	MCH Organiser
<b>Ensure information exchange with the authorities</b>	Maintain a regular exchange of information with the cantonal authorities so as to be able to adapt the precautionary measures.	Yes	MCH/Organiser (with support from MCH)
<b>Secure stocks</b>	Soap dispensers, hand disinfectants, disposable towels and cleaning agents (for objects and/or surfaces) are replenished on a regular basis. The management ensures sufficient stocks are available.  The management provides hygiene articles such as soap and disinfectants. It conducts regular checks on stocks and ensures refills. If necessary, it provides protective masks and gloves.	Yes	Organiser (with support from MCH)
<b>Employees who fall ill</b>	Employees who fall ill may not work and are immediately sent home.	Yes	MCH Organiser

These precautionary measures have been compiled on the basis of an industry solution.

These precautionary measures have been made available to all the parties mentioned, and explained where necessary, and apply for all the events held under the responsibility of MCH.

**Jonas Scharf**  
Security Officer MCH

**Beat Zwahlen**  
CEO MCH Group


